



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Adopt Resolution Authorizing City Manager to Start the Process for Finance Department Relocation within the Civic Center and Execute Contracts and Purchases; and Appropriate Funds

**MEETING DATE:** May 21, 2002 (Special Meeting)

**PREPARED BY:** Public Works Director

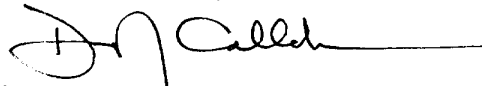
**RECOMMENDED ACTION:** That the City Council adopt a resolution authorizing the City Manager to start the process for the relocation of the City's Finance Department within the Civic Center and execute contracts and purchases; and appropriate funds.

**BACKGROUND INFORMATION:** The Finance Department has been located in leased space in the City Hall Annex, 212 West Pine Street (the Beckman Building), for approximately eight years. The lease expires on August 31, 2002. The owners of the building, Beckman Investment Securities, have not offered acceptable terms for extending the lease.

Given the issues surrounding air-borne PCE/TCE contamination relating to this facility, staff has pursued other alternatives to extending the lease, particularly providing trailers to temporarily relocate the Finance Department, the Information Systems Department (a portion of whom also occupy the City Hall Annex), and the Fleet and Facilities Manager.

Options for leasing and/or purchasing trailers are being pursued, with a recommendation that the majority be placed in the City's parking lot east of Fire Station #1, with one or two in the grass area at the east side of the Carnegie parking lot (see Exhibit A). Because of the short time frame available to obtain trailers and coordinate a move, the City Council is asked to give the City Manager authority to negotiate and execute contracts, as needed, for lease and/or purchase of trailers, connection of utilities and data/voice cabling, architectural services, construction of required decking, stairs, and walkways, relocation/purchase/installation of office system furniture, and contracting of moving services.

**FUNDING:** General Fund Capital: \$600,000 will be offset by lease reduction of \$372,600 (four years).

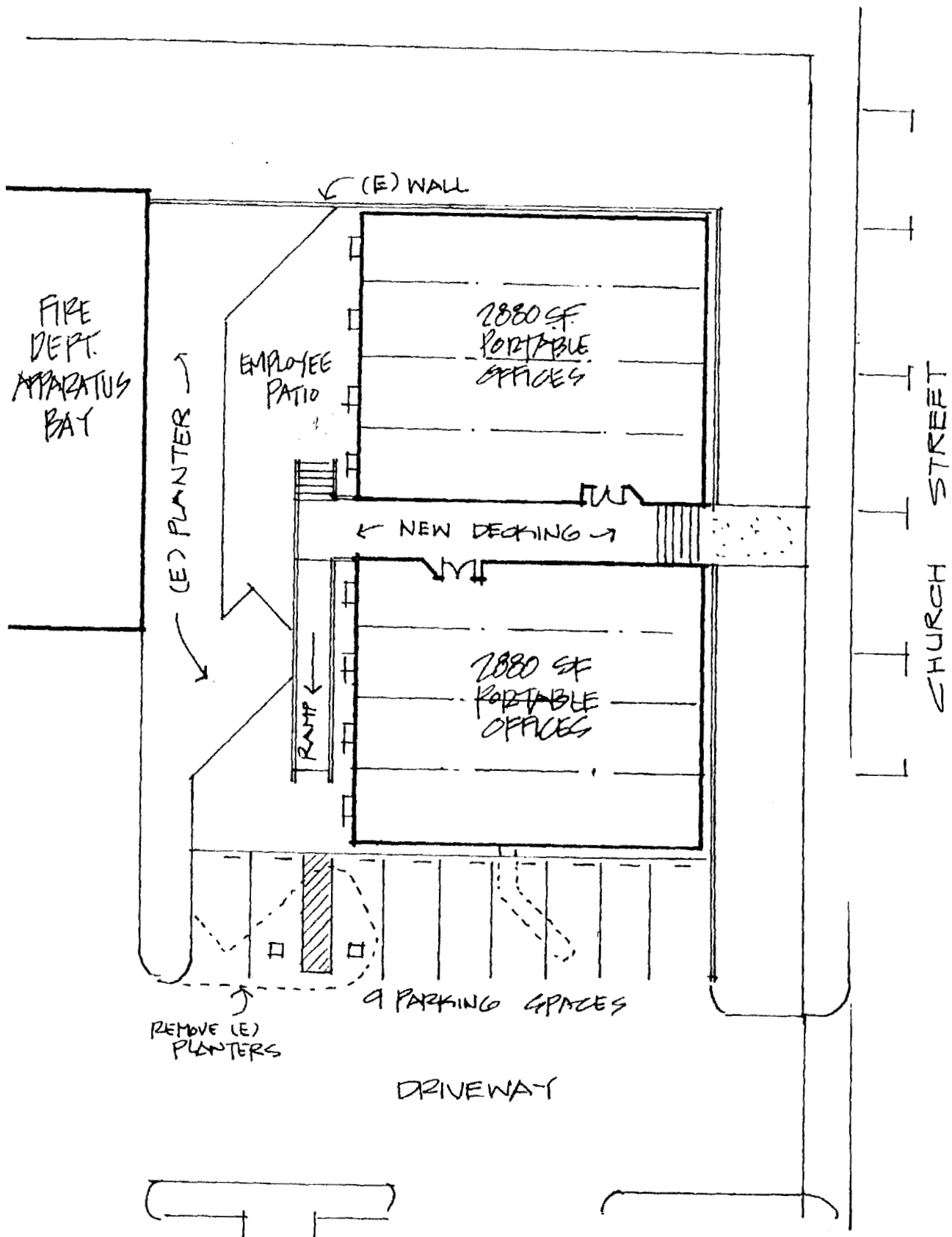
  
for Richard Q. Prima, Jr.  
Public Works Director

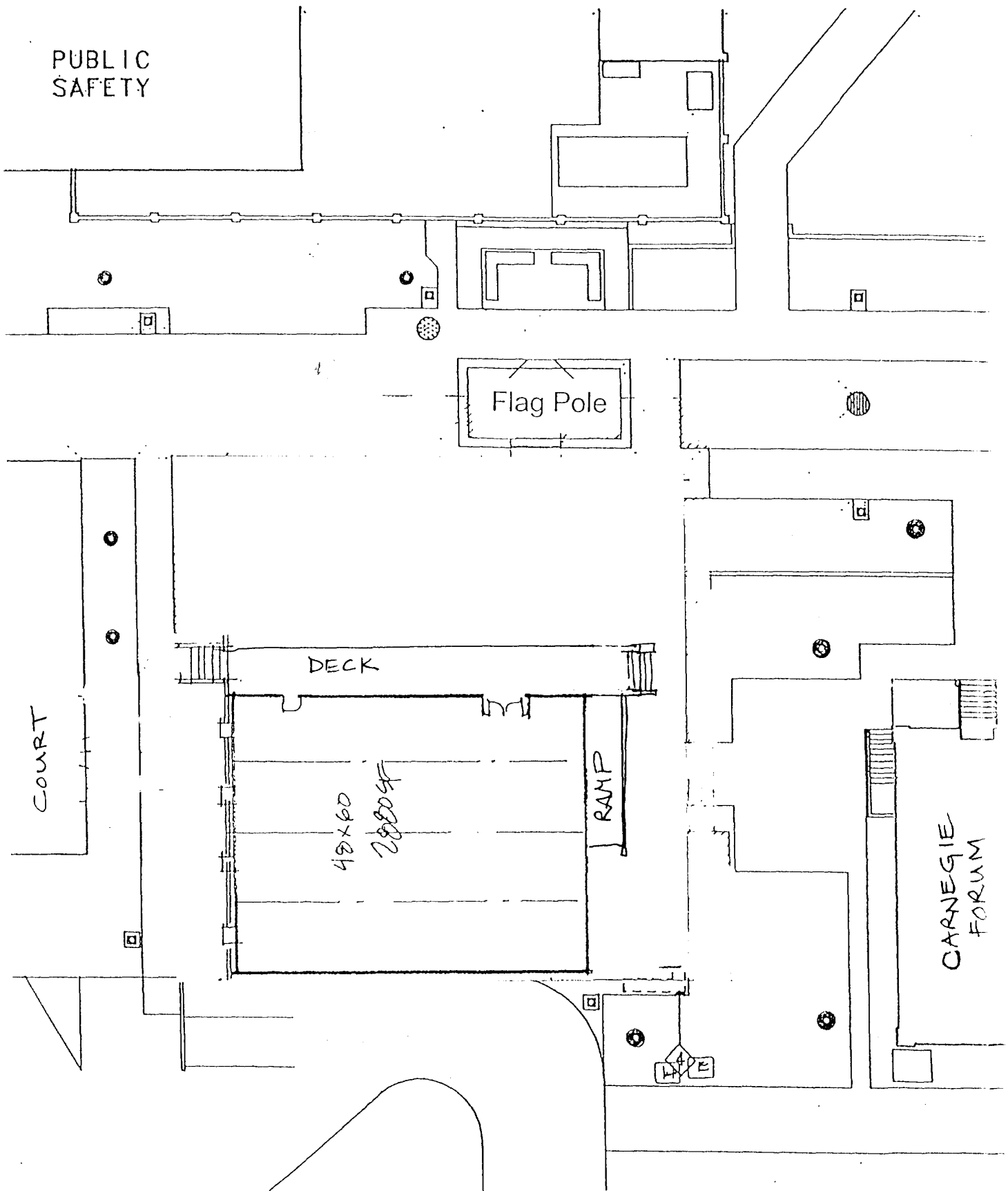
Prepared by Dennis J. Callahan, Fleet and Facilities Manager  
RCP/DJC/lm  
Attachment

cc: Dennis Callahan, Fleet and Facilities Manager  
Randy Hays, City Attorney  
Vicky McAthie, Finance Director  
Jerry Adams, Police Chief  
Steve Mann, Information Systems Manager  
Mike Pretz, Fire Chief  
Gary Wiman, Construction Project Manager  
Joel Harris, Purchasing Officer

**APPROVED:** \_\_\_\_\_

H. Dixon Flynn -- City Manager





RESOLUTION NO. 2002-110

A RESOLUTION OF THE LODI CITY COUNCIL AUTHORIZING  
THE CITY MANAGER TO EXPEDITE THE PROCESS FOR CITY  
DEPARTMENT RELOCATIONS WITHIN THE CIVIC CENTER,  
OR OTHER APPROPRIATE LOCATIONS, AND AUTHORIZE THE  
CITY MANAGER TO EXECUTE ANY AND ALL CONTRACTS  
AND PURCHASES, AND FURTHER APPROPRIATE FUNDS  
FOR THIS PROJECT

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WHEREAS, the Finance Department has been located in leased space in the City Hall Annex at 212 West Pine Street, (also known as the Beckman Building) for the past eight years; and

WHEREAS, the lease expires on August 31, 2002, and while acceptable short-term arrangements for extending the use have been offered, given the issues surrounding the air-borne PCE/TCE contamination relating to this facility, staff recommends pursuing other alternatives, to relocate the Finance Department, the Information Systems Department (a portion of whom also occupy the City Hall Annex), the Fleet and Facilities Manager, and/or other departments; and

WHEREAS, options for leasing and/or purchasing trailers are being pursued; and

WHEREAS, due to the short time frame available to obtain trailers and coordinate a move, staff recommends that the City Manager be given authority to negotiate and execute contracts, as needed, for lease and/or purchase of trailers, connection of utilities and data/voice cabling, architectural services, construction of required decking, stairs, and walkways, relocation/purchase/installation of office system furniture, and contracting of moving services to assist in relocations.

NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council does hereby authorize the City Manager to expedite the process for City department relocations within the Civic Center, or other appropriations locations, and authorizes the City Manager to execute any and all contracts and purchases for this project; and


BE IT FURTHER RESOLVED, that funds in the amount of \$600,000.00 be appropriated from the General Fund Capital for this project.

Dated: May 21, 2002

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I hereby certify that Resolution No. 2002-110 was passed and adopted by the Lodi City Council in a special meeting held May 21, 2002 by the following vote:

AYES: COUNCIL MEMBERS – Howard, Land, and Nakanishi  
NOES: COUNCIL MEMBERS – None  
ABSENT: COUNCIL MEMBERS – Hitchcock and Mayor Pennino  
ABSTAIN: COUNCIL MEMBERS – None

  
SUSAN J. BLACKSTON  
for City Clerk

May 16, 2002

To: The Honorable Mayor Phil Pennino  
The Honorable Council Member Susan Hitchcock  
The Honorable Council Member Emily Howard  
The Honorable Council Member Keith Land  
The Honorable Council Member Alan Nakanishi

We are writing this letter to let you know how we, the employees of the Finance Department, feel regarding extension of the City Hall Annex lease.

We do not want to work in the City Hall Annex. We want to leave the building as soon as possible due to health concerns, including but not limited to the potential effects from PCE/TCE contamination. It is the position of the Finance Department employees that this is a "sick" building. You should know that complaints have been filed with Finance Administration, City Hall Administration, OSHA, and Cal-OSHA since the building was occupied, but to no avail.

The question of whether or not to move the Finance Department came up for consideration at the May 15th City Council meeting. In anticipation of the opportunity to voice their concerns and opinions, over ten (10) Finance Department employees attended the meeting. The motion was pulled from the agenda at the last minute per the City Manager's request.

Our desire is that the relocation moves forward as soon as possible. The Finance Department personnel need a safe working environment.

If there is even a hint that the health of a City of Lodi employee is in danger, and the City has in its power to prevent the employee from being exposed to this potential hazard, we feel the City has a good-faith obligation to do so.

Sincerely,

Vicky Whetstone  
Nancy Ahmer  
Holly Bombard  
Tom Lomb  
Mike Stupell  
Sammy Weidinger  
HPSM  
Sandia P. Sullivan

Gerry Sasake  
Frank Con  
Alma S. Hill  
Marlene Radwallader  
Gail Kissman  
C. St. John  
Nancy Spicelli  
Myrna Cooper  
A. L. Dasso  
Tammy Long  
Alma S. Hill  
Theresa Kremer  
Chip Bonack  
James  
Joan A. Woodhouse  
Dina Marks